

**NELAC Program Policy
and Structure Committee Teleconference
May 7, 1997**

The National Environmental Laboratory Accreditation Conference Program Policy and Structure Committee convened by Teleconference on Wednesday, May 7, 1997. Dr. Kenneth Jackson, Chair of the Committee, led the meeting. A list of action items is provided in Attachment A and a list of participants is given in Attachment B. Materials distributed to the members included the agenda, a note from Jerry Parr regarding the Quality Systems Committee Meeting/Test Methods and a copy of correspondence to Dr. Jackson from John Hosenfeld regarding field measurements.

Letter to Andrea Jirka on April 29, and Modifications to Section 1.9.1

Dr. Jackson stated that he had made additional changes to Section 1.9.1. These changes were only for consistency. Ms. Pauline Bouchard suggested that in the future the examples be placed in the footnotes. This change would clarify how the Chapter reads.

Consideration of Correspondence from John Hosenfeld Regarding Field Measurements

Dr. Jackson discussed the letter he had received from John Hosenfeld regarding accreditation and certification developed for EPA's Emission Measurement Center. They are proposing accreditation of individual samplers which is inconsistent with NELAC. Mr. Hosenfeld and Mr. Bivins will discuss this on the next Teleconference, May 21, 1997. Ms. Bouchard stated that we must ascertain that the people doing the sampling are doing it in accordance with the prescribed procedures and that this issue must be addressed in the future but felt that certification of individuals was not the only way of doing this.

Arrangements for Reviewing all NELAC Standards for Consistency

Dr. Jackson has sent the Chapter to Mr. Jim Pearson and he is hoping that he will get copies of the other Chapters in about a week. All of the Chapters need to be reviewed for consistency and it was agreed that two people on the Committee would be responsible for reviewing a Chapter (although Dr. Jackson wants as many people as possible to look at all the Chapters). Dr. Jackson will assign the Chapters to the members for review. There needs to be a quick turn-around time in order for all the Chapters to be on the Bulletin Board by July 1.

Rotation of Committee Members and Consideration of New Chair

Two people must rotate off the Committee - one government and one non-government. Dr. Jackson announced that he has accepted the nomination for NELAC Chair-Elect and, thus, he will step down from the Committee.

Report on Quality Systems Recent Annapolis Meeting and Compatibility Between Chapters 1 and 5 (Jerry Parr)

Mr. Parr was not available for the Teleconference and this report was postponed until the next meeting on May 21, 1997.

ACTION ITEMS
NELAC Program Policy and Structure Committee
May 7, 1997

Item No.	Action	Date Completed
1.	Dr. Ken Jackson will assign a Chapter for review to each member. This Chapter will be reviewed only for consistency.	

List of Participants
NELAC Program Policy and Structure Committee Meeting
May 7, 1997

Name	Affiliation	Phone Numbers
Kenneth Jackson, Chair	NY State Dept. Of Health	Tel: 518-485-5570 Fax: 518-485-5568
Pauline Bouchard	MN Dept. Of Health	Tel: 612-623-5331 Fax: 612-623-5514
Henry B. Bradford (Absent)	LA State Dept. Of Health and Hospitals	Tel: 504-568-2545 Fax: 504-568-5393
Steve Clark (Absent)	USEPA, OW	Tel: 202-260-7575 Fax: 202-260-3762
Ted Coopwood (Absent)	USEPA	Tel: 202-233-9358 Fax: 202-260-9651
Marcia Davis (Absent)	Dept. Of Defense, Corps of Engineers	Tel: 402-697-2555 Fax: 402-697-2595
Robert Luna	City of Longmont Water/Waste Water	Tel: 303-682-9543 Fax: 303-682-9543
Tom McAninch	Eastman Chemical Co.	Tel: 903-237-5473 Fax: 903-237-6395
Marlene Moore (Absent)	Advanced Systems, Inc.	Tel: 302-834-9796 Fax: 302-995-1086
Jeanne Mourrain (Absent)	USEPA	Tel: 919-541-1120 Fax: 919-541-4101
Jerry Parr (Absent)	Quanterra Environmental Services	Tel: 303-467-6611 Fax: 303-467-9136
Pat Royal (Absent)	Springborn Laboratories, Inc.	Tel: 508-295-2550 Fax: 508-295-8107
Carolyn Cross (Recorder)	USEPA	Tel: 919-541-3151 Fax: 919-541-4101